

APPENDIX D

Proposed Code of Ethics for Review and Approval

PROPOSED Travel Code of Ethics

General Guidelines

- As the nation's principal steward for natural resources, the Department relies heavily on travel to fulfill many of its mandated missions
- DOI's policy is to make travel as convenient and painless to employees as possible; and economically "neutral"
- "Economically neutral" means that employees traveling on official business are Not expected to use their own personal funds to finance official travel; at the same time employees should not expect to achieve personal gain from official travel.
- As an employee, the Department has arranged to have each employee, who is expected to travel, to receive an Individual Government contractor-issued travel charge card, which is an important element of the Department's travel program.
- The travel charge card makes it possible for employees to conduct official travel without having to use personal funds. At the same time, use of the card makes it possible for the Department to conserve precious government financial resources, by having the travel charge card contractor finance the cost of official travel until it is completed.
- Use of the travel charge card also reduces the Department's travel cost, because the travel charge card contractor provides a rebate to the Department for all airline ticket, hotel/motel, car rental, and other valid charges placed on the card while on official travel.

What You Can Expect from the Department

- To receive an advance of funds for travel in an amount which covers only the expected meals and incidental expenses associated with a trip. The advance will be provided primarily through the use of ATM. Exceptions are limited and will be granted on individual request basis as determined by the bureau/office.
- To make services of a Travel Management Center (TMC) available, for making the necessary travel arrangements and providing ticketing services. Because the TMC also provides a rebate to the Department, the TMC should be used, whenever possible, for all official travel reservations.
- To negotiate the widest range of cost-effective, customer oriented, professional services from a Travel Management Center (TMC), in order to make travel as convenient and efficient as possible.

- To promptly receive and be paid any travel reimbursement approved by your supervisor and owed to you
- You are authorized to travel as directed by your supervisor, as appropriate for and determined by your individual bureau of record.

What the Department Expects from You

- To abide by the Department's policies and procedures governing official travel
- To use your Individual Government-sponsored travel charge card only for official travel
- To limit your ATM travel advance amount to estimated meals and incidental expenses that cannot be charged to your travel card, as authorized by Departmental policy and Government Travel Regulations.
- To use the services of the Department's Travel Management Center for all travel related services
- To submit your travel voucher for approval within five days after completion of travel
- to promptly pay the Travel Charge Card contractor for amounts charged on you individual card

Employee Signature

Supervisor Signature